



**TOWN OF WESTFORD
OFFICE OF THE TOWN MANAGER**

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

TO: Board of Selectmen

FROM: John Mangiaratti, Assistant Town Manager *JSM*

RE: Request to award two contracts related to the 12 North Main Street project

DATE: December 4, 2015

Proposed Motions:

- *I move that the board award a contract to _____ for the First Floor Stabilization - 12 North Main Street project in the amount of \$_____.*
- *I move that the board award a contract to _____ for the Smokestack Stabilization - 12 North Main Street project in the amount of \$_____.*

Bid responses for the First Floor Stabilization and Smokestack Stabilization projects are due on December 7, 2015 at 2pm. Once the apparent low bidders are identified, our office will check references and review each bid to ensure that it is responsive. Given the short time frame available to complete these projects before winter, we believe it necessary to begin this project as soon as possible.

The lowest responsive and responsible bidder for each project will be determined prior to your meeting on December 8, 2015 and information necessary to complete the above proposed motions will be provided at the meeting.

The plans and specifications for the First Floor Stabilization project may downloaded from the town website using the following link: [First Floor Stabilization -12 North Main St](#)

The plans and specifications for the First Floor Stabilization project may downloaded from the town website using the following link: [Smokestack Stabilization -12 North Main St](#)

Please let me know if there is any additional information needed.